	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM CHILD CARE CENTERS POLICY & PROCEDURE MANUAL	ISSUED 4/10/06	REVISED 1/16	CHAPTER 4	SECTION 4.9
CHAPTER Chapter 4. The Reimbursement System		SUBJECT Access to the CACFP Web-Based System			

Individuals request access to the CACFP Web-based system by completing a Network User Access Request Form. The Network User Access Request Form is available online at http://health.mo.gov/cacfp. Access is granted to individuals on behalf of the contracted institution; blanket access is not granted. Individual user ID's and passwords may not be transferred to others or shared. The individual user or the authorized representative must contact the Missouri Department of Health and Senior Services—Bureau of Community Food and Nutrition Assistance (CFNA) in writing if the user is leaving employment or changing job duties so that access may be revoked immediately.

Misuse of another individual's user ID and password will not be tolerated. Access will be revoked immediately, and may only be restored by submitting a corrective action plan to CFNA detailing how individual passwords will be protected and not shared.

Claims for reimbursement submitted through misuse of another individual's user ID and password will be considered invalid, and must be repaid in full to CFNA.

The following additional measures will be taken to ensure the security of the institution's access to the CACFP web-based system:
- The Network User Access Request Form must be signed by the owner or CACFP authorized representative named on the CACFP Application.
  - *If the CACFP authorized representative changes after the application is submitted, CFNA must be notified by letter. The letter should include the signature of the new CACFP authorized representative.*
- The number of individuals allowed access for an independent center is limited to two.
- An individual's access will be deleted if the user does not log-in to the system for a six-month period.